

State of Michigan
Department of Information Technology
Project Charter

A. General Information

Information to be provided in this section gives a specific name to the project as well as pertinent information about the personnel involved.

Project Name:	AG Server Rollout	Project Number	40106-01d
Preparation Date:	1/22/04	Rank (High Medium Low)	M
Sponsoring Agency:	Attorney General	Modification Date:	12/6/04
Prepared by:	Mitch Montgomery	Authorized by:	Deborah Devine

B. Project Purpose

This section communicates the purpose of the project, including the business problem to be solved.

The Attorney General user community has been experiencing significant productivity and performance related issues with the current computer environment. These issues include outdated/unsupported equipment, too many users connecting to each server, not enough licenses to support current number of users, drive mappings disappear, intermittent print driver issues, etc. These issues continue to cause losses in user productivity due to performance delays in accessing information, continual rebooting the computers, user frustration, etc.

The purpose of this project is to replace the current CITRIX/terminal server environment with 11 MicroSoft Windows server and Managed Desktop environment. This second phase of replacement includes a study/evaluation of the current server environment, design/recommendations for a MicroSoft/Managed Desktop environment, and deployment of hardware/software to implement the new server environment.

C. Project Objective

This section defines the objectives of the project as they relate to the goals and objectives of the organization.

The project will support the following organization strategic goals. For each goal, project objectives are identified.

Agency Goals	Project Objectives
Reduce the total number of AG servers.	Consolidate servers where possible during design of the new MicroSoft server environment.
Reduce annual maintenance costs by transitioning to a managed environment.	Deploy MicroSoft servers with Managed Desktop software to automate user support tasks on the desktops.
Standardize the server environment.	Replace CITRIX/terminal server environment with a MicroSoft Windows server environment.
Refresh outdated equipment.	Replace old servers with 11 new servers.

D. Project Scope

The level of detail in this section must be sufficient to allow for detailed development of the Project Plan. The reader is cautioned that scope creep (adding work without corresponding updates to cost, schedule, and quality) may render original plans unachievable.

Therefore, initial clarification of scope, and adherence to the plan throughout the project, are of the utmost importance. Describe any applicable assumptions and/or constraints that may affect the project.

Project Results. *State what will be created in terms of deliverables to satisfy the purpose of the project, as described in Section B.*

- 1.) Project Plan.
- 2.) Server Consolidation Plan
- 3.) Server specifications.
- 4.) Server Deployment/Conversion schedule.
- 6.) Deployment of Servers hardware.
- 7.) Updated Inventory Tracking information.

Content of the Project. *Define what work is to be done.*

- 1.) Server Consolidation Planning
- 1.) Define a standard server configuration
- 2.) Deployment of servers
- 3.) Salvage of old equipment.

Proposed Project Budget. *Staff costs, consultant costs, equipment costs, and other cost categories needed for project completion.*

- 1.) AG & DIT Staff internal costs.
- 2.) Hardware costs

Exclusions. *Define what work is not to be done, that otherwise might be assumed to be part of this project.*

This phase only focuses on the servers.

Key Stakeholders. *List the organizations/persons directly affected by the project and the resulting project deliverables.*

Attorney General, DIT (Agency Services, Technical Services, Field Services, Model Office)

Assumptions. *List major assumptions pertaining to this project that may impact scope.*

The number of servers can be reduced through consolidation.

Constraints. *List all known constraints pertaining to this project that may impact scope.*

Telecom Circuit (Voice/Data) Orders typically require ~6 weeks.

Proposed Schedule Dates. *List any critical date requirements*

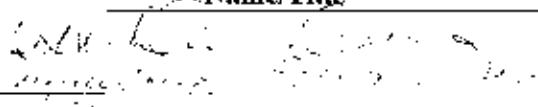
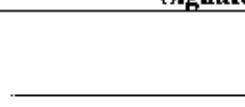
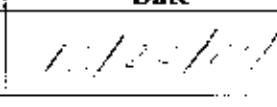
E. Project Critical Success Factors

Describe what will be the determining factors that are needed to ensure project success.

- 1.) Transition to a Microsoft server environment.
- 2.) Reduce the number of servers required.
- 3.) Reduction in annual costs required to maintain IT infrastructure.
- 4.) Increased access to / stability of Agency applications.

F. Signatures

The signatures of the people below relay an understanding in the purpose and content of this document by those signing it. By signing this document you agree to this as the formal Charter statement to begin work on the project described within, and commitment of the necessary resources.

Name/Title	Signature	Date
		

Item Drawing

2, 2005

Michigan Department of Information Technology

Project Charter

A. General Information

Information to be provided in this section gives a specific name to the project as well as pertinent information about the personnel involved.

Project Name:	Infrastructure Replacement - Phase II	Preparation Date:	1/22/2004
Sponsoring Bureau:	Attorney General	Modification Date:	
Prepared by:	Mitch Montgomery	Authorized by:	

B. Project Purpose

This section communicates the purpose of the project, including the business problem to be solved.

The Attorney General user community has been experiencing significant productivity and performance related issues with the current computer environment. These issues include outdated/unsupported PC equipment, too many users connecting to each server, not enough licenses to support current number of users, drive mappings disappear, intermittent print driver issues, etc. These issues continue to cause losses in user productivity due to performance delays in accessing information, continual rebooting the computers, user frustration, etc.

The purpose of this project is to continue replacement of the current CITRIX/terminal server environment with a Novell Netware server environment. This second phase of replacement includes a study/evaluation of the current server environment, design/recommendations for a Novell server environment, and deployment of hardware/software to implement the new server environment.

C. Project Objective

This section defines the objectives of the project as they relate to the goals and objectives of the organization.

The project will support the following organization strategic goals. For each goal, project objectives are identified.

Agency Goals	Project Objectives
Reduce the total number of AG servers.	Consolidate servers where possible during design of the new Novell server environment.
Reduce annual maintenance costs by transitioning a managed environment.	Deploy Novell file&print servers with ZenWorks software to automate management tasks on the servers and desktops.
Standardize the server environment.	Replace terminal server environment with a Novell file&print server environment.
Refresh outdated equipment.	Replace old servers with new servers.

D. Project Scope

The level of detail in this section must be sufficient to allow for detailed development of the Project Plan. The reader is cautioned that scope creep (adding work without corresponding updates to cost, schedule, and quality) may render original plans unachievable. Therefore, initial clarification of scope, and adherence to the plan throughout the project, are of the utmost importance. Describe any applicable assumptions and/or constraints that may affect the project.

Project Results. *State what will be created in terms of deliverables to satisfy the purpose of the project, as described in Section B.*

- 1.) Project Plan.
- 2.) Server Consolidation Plan
- 3.) File&Print Server specification.
 - ..) Server Deployment/Conversion schedule.
- 6.) Deployment of File&Print servers.
- 7.) Updated Inventory Tracking information.

Content of the Project. *Define what work is to be done.*

- 1.) Server Consolidation Planning
- 1.) Define a standard server configuration
- 2.) Deployment of servers
- 3.) Salvage of old equipment.

Inclusions. *Define what work is not to be done, that otherwise might be assumed to be part of this project.*

This phase only focuses on the servers.

Key Stakeholders. *List the organizations/persons directly affected by the project and the resulting project deliverables*

Attorney General, DIT (Agency Services, DPO, Field Services, Model Office)

Assumptions. *List major assumptions pertaining to this project that may impact scope.*

The number of servers can be reduced through consolidation.

Constraints. *List all known constraints pertaining to this project that may impact scope.*

E. Project Critical Success Factors

Describe what will be the determining factors that are needed to ensure project success.

- 1.) Transition to a Novell server environment.
- 2.) Reduce the number of servers required.
- 3.) Reduction in annual costs required to maintain IT infrastructure.
- 4.) Increased access to / stability of Agency applications.

F. Initial High-Level Project Planning

Document project high-level anticipated estimates.

Estimated Resource Requirements: *Staff, consultant, equipment, and other resource categories needed for project completion.*
AG Staff (Sponsor & Coordinator), DIT Project Manager, DPO, Field Services, Model Office.

Estimated Project Cost: *Staff costs, consultant costs, equipment costs, and other cost categories needed for project completion.*

Estimated Benefits: *Outline the anticipated benefits as a result of performing this project.*

- 1.) Improved access to information
- 2.) Reduced annual costs required to maintain server environment.
- 3.) More stable IT environment.

Estimated Schedule Dates:

Anticipated Start Date: March 2004

Target Completion Date: December 2004???

C Project Authority

This section describes the authority of the individual or organization initiating the project, limitations or initial checkpoint of the authorization, management oversight over the project, and the authority of the Project Manager. This project charter defines two management structures—internal and external—to ensure change and issues affecting project completion are properly controlled.

• Authorization

This section ensures that the project initiator has the authority to commit the appropriate resources within the organization.

This Project has been initiated by the Office of the Attorney General and authorizes the expenditure of Organizational resources to complete a first checkpoint for the Project.

• Project Manager

This section explicitly names the project manager and may define his or her role and responsibility over the project.

Name:

Organization: DIT

• Oversight (Steering) Committee

This section describes agency management control over the project. Within the project, internal control should be established to control the day-to-day activities of the project. The project manager should manage internal control. External oversight should be established to ensure that the organization's resources are applied to meet the project and organization's objectives.

Approval of Project Plan and Deliverables.

H. Roles and Responsibilities

This section discusses the overall structure of the project organization and its roles and responsibilities throughout the project phases.

• Project Organization Overview

This section describes key organizations or individuals supporting the project not directly under the authority of the project manager.

Major Milestones	Functional Roles							
	AG Sponsor	PM	DPO	Field Services	Model Office	AG Coord.		
Project Plan	A	E	C	C	C	I		
Server Consolidation Plan	A	I	E	I	I	I		
Server Specification	I	I	E	I	A	I		
Deployment Schedule	A	I	E	E	E	I		

Legend:

E = responsible for execution (may be shared)
C = must be consulted

A = final approval for authority
I = must be informed

I. Management Checkpoints

This section describes key management checkpoints established by the initiating agency.

Checkpoint	Evaluation Criteria
Review Project Plan	Satisfies Agency objectives and timeframes.

J. Signatures

The signatures of the people below relay an understanding in the purpose and content of this document by those signing it. By signing this document you agree to this as the formal Charter statement to begin work on the project described within, and commitment of the necessary resources.

Name/Title	Signature	Date

ID	Task Name	Duration		Process		Dec 5	
		S	S	M	T	W	T
1	Attorney General Migration & Consolidation to Active Directory	107 days?	Mon 12/6/04	Fri 4/29/05			
2	Pre-Migration	84 days?	Mon 12/6/04	Thu 3/31/05			
3	Project Plan Presentation to AG IT Vision Committee	22 days?	Mon 12/6/04	Tue 1/4/05			
4	Identify the Divisions or Units not migrating	1 day?	Wed 12/29/04	Wed 12/29/04			
5	Communication Plan	22 days?	Mon 12/6/04	Tue 1/4/05			
6	Identity Roaming Profiles setup for AG	1 day?	Thu 12/30/04	Thu 12/30/04			
7	Training Plan To: AG Staff (Logon, .etc)	1 day?	Tue 1/4/05	Tue 1/4/05			
8	FAQ for the customer	1 day?	Tue 1/4/05	Tue 1/4/05			
9	Technical Overview & Write Paper for the DTT staff	11 days?	Mon 12/6/04	Mon 12/23/04			
10	AS IS HW/SW Visio Diagram	10 days?	Mon 12/6/04	Fri 2/17/04			
11	TO BE HW/SW Visio Diagram	10 days?	Mon 12/6/04	Fri 2/17/04			
12	AS IS Network Environment AG Office	10 days?	Mon 12/6/04	Fri 2/17/04			
13	TO BE Network Environment AG Office	1 day?	Fri 12/7/04	Fri 12/17/04			
14	Hardware/Software freeze	1 day?	Mon 12/6/04	Mon 12/6/04			
15	Approval through out the Implementation phase	1 day?	Mon 12/6/04	Mon 12/15/04			
16	Create accounts on both domains AG & SÖM	1 day?	Thu 3/31/05	Thu 3/31/05			
17	Overtime Approval for Technical Support	19 days?	Mon 12/6/04	Thu 12/30/04			
18	Active Directory Training for Technirca Staff 3.0	84 days?	Mon 12/6/04	Thu 3/31/05			
19	Active Directory Configuration	30 days?	Mon 12/6/04	Fri 4/14/05			
20	Server Configuration for the Active Directory (AD)	9 days?	Mon 12/6/04	Thu 12/30/04			
21	Add Detroit Hardware to the AD	30 days?	Mon 12/6/04	Fri 1/14/05			
22	Network Configuration for AD	19 days?	Mon 12/6/04	Thu 12/30/04			
23	Trust Config for SÖM Domain to AG Domain	19 days?	Mon 12/6/04	Thu 12/30/04			
24	OU Design for the AG Office	19 days?	Mon 12/6/04	Thu 12/30/04			
25	Active Directory Migration Tool Installation	18 days?	Mon 12/6/04	Thu 12/30/04			
26	Get Approval from SÖM Active Directory Manager	18 days?	Mon 12/6/04	Thu 12/30/04			
27	AG Group Account Migration	19 days?	Mon 12/6/04	Thu 12/30/04			
28	Test CIU	19 days?	Mon 12/6/04	Thu 12/30/04			
29	AG OU Setup Division or unit	18 days?	Mon 12/6/04	Thu 12/30/04			
30	All Divisions	1 day?	Thu 12/30/04	Thu 12/30/04			
31	AG User Account Migration	18 days?	Mon 12/6/04	Thu 12/30/04			
32	Test OU	19 days?	Mon 12/6/04	Thu 12/30/04			

Milestone

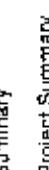
Summary

Task

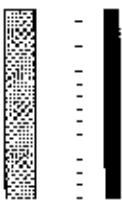
External Tasks

Project Summary

Progress

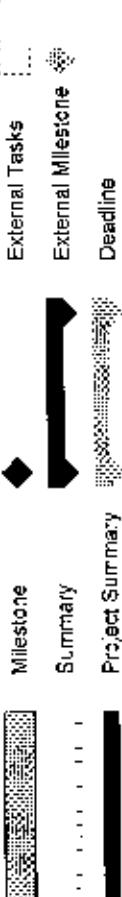


Project AG AD MIGRATION
Date: Wed 12/22/04

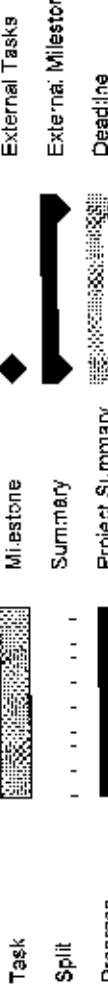


Project AG-AD MIGRATION
Date Wed 12/22/04

ID	Task Name	Duration	Start	Finish	Predecessor	Dec 5, 2004						
						S	S	M	T	W	F	S
65	Technical Service	1 day?	Mon 12/6/04	Mon 12/6/04								
66	Field Services	1 day?	Mon 12/6/04	Mon 12/6/04								
67	Agency Services	1 day?	Mon 12/6/04	Mon 12/6/04								
68	Child & Family Services	1 day?	Mon 12/6/04	Mon 12/6/04								
69	Child & Youth Services	1 day?	Mon 12/6/04	Mon 12/6/04								
70	Technical Service	1 day?	Mon 12/6/04	Mon 12/6/04								
71	Field Services	1 day?	Mon 12/6/04	Mon 12/6/04								
72	Agency Services	1 day?	Mon 12/6/04	Mon 12/6/04								
73	Education & Social Service	1 day?	Mon 12/6/04	Mon 12/6/04								
74	Technical Service	1 day?	Mon 12/6/04	Mon 12/6/04								
75	Field Services	1 day?	Mon 12/6/04	Mon 12/6/04								
76	Agency Services	1 day?	Mon 12/6/04	Mon 12/6/04								
77	Child Support Collections	1 day?	Mon 12/6/04	Mon 12/6/04								
78	Technical Service	1 day?	Mon 12/6/04	Mon 12/6/04								
79	Field Services	1 day?	Mon 12/6/04	Mon 12/6/04								
80	Agency Services	1 day?	Mon 12/6/04	Mon 12/6/04								
81	Community Health	1 day?	Mon 12/6/04	Mon 12/6/04								
82	Technical Service	1 day?	Mon 12/6/04	Mon 12/6/04								
83	Field Services	1 day?	Mon 12/6/04	Mon 12/6/04								
84	Agency Services	1 day?	Mon 12/6/04	Mon 12/6/04								
85	Criminal Justice	1 day?	Mon 12/6/04	Mon 12/6/04								
86	Alcohol & Gambling Enforcement	1 day?	Mon 12/6/04	Mon 12/6/04								
87	Technical Service	1 day?	Mon 12/6/04	Mon 12/6/04								
88	Field Services	1 day?	Mon 12/6/04	Mon 12/6/04								
89	Agency Services	1 day?	Mon 12/6/04	Mon 12/6/04								
90	Corrections	1 day?	Mon 12/6/04	Mon 12/6/04								
91	Technical Service	1 day?	Mon 12/6/04	Mon 12/6/04								
92	Field Services	1 day?	Mon 12/6/04	Mon 12/6/04								
93	Agency Services	1 day?	Mon 12/6/04	Mon 12/6/04								
94	Criminal Appellate	1 day?	Mon 12/6/04	Mon 12/6/04								
95	Technical Service	1 day?	Mon 12/6/04	Mon 12/6/04								
96	Field Services	1 day?	Mon 12/6/04	Mon 12/6/04								



ID	Task Name	Start	Finish	Predecessor	Duration	Dec 5. J4	S S M T W Th
97	Agency Services				1 day?	Mon 12/5/04	Mon 12/6/04
98	Criminal Prosecution				1 day?	Mon 12/6/04	Mon 12/6/04
99	Technical Service				1 day?	Mon 12/6/04	Mon 12/6/04
100	Field Services				1 day?	Mon 12/6/04	Mon 12/6/04
101	Agency Services				1 day?	Mon 12/6/04	Mon 12/6/04
102	Economic Dev & Oversight				1 day?	Mon 12/6/04	Mon 12/6/04
103	Finance				1 day?	Mon 12/6/04	Mon 12/6/04
104	Technical Service				1 day?	Mon 12/6/04	Mon 12/6/04
105	Field Services				1 day?	Mon 12/6/04	Mon 12/6/04
106	Agency Services				1 day?	Mon 12/6/04	Mon 12/6/04
107	Health Professionals				1 day?	Mon 12/6/04	Mon 12/6/04
108	Technical Service				1 day?	Mon 12/6/04	Mon 12/6/04
109	Field Services				1 day?	Mon 12/6/04	Mon 12/6/04
110	Agency Services				1 day?	Mon 12/6/04	Mon 12/6/04
111	Insurance & Banking				1 day?	Mon 12/6/04	Mon 12/6/04
112	Technical Service				1 day?	Mon 12/6/04	Mon 12/6/04
113	Field Services				1 day?	Mon 12/6/04	Mon 12/6/04
114	Agency Services				1 day?	Mon 12/6/04	Mon 12/6/04
115	Occupational Regulation				1 day?	Mon 12/6/04	Mon 12/6/04
116	Technical Service				1 day?	Mon 12/6/04	Mon 12/6/04
117	Field Services				1 day?	Mon 12/6/04	Mon 12/6/04
118	Agency Services				1 day?	Mon 12/6/04	Mon 12/6/04
119	Public Service				1 day?	Mon 12/6/04	Mon 12/6/04
120	Technical Service				1 day?	Mon 12/6/04	Mon 12/6/04
121	Field Services				1 day?	Mon 12/6/04	Mon 12/6/04
122	Agency Services				1 day?	Mon 12/6/04	Mon 12/6/04
123	Revenue Collection				1 day?	Mon 12/6/04	Mon 12/6/04
124	Technical Service				1 day?	Mon 12/6/04	Mon 12/6/04
125	Field Services				1 day?	Mon 12/6/04	Mon 12/6/04
126	Agency Services				1 day?	Mon 12/6/04	Mon 12/6/04
127	State Operations				1 day?	Mon 12/6/04	Mon 12/6/04
128	Technical Service				1 day?	Mon 12/6/04	Mon 12/6/04



Project AG-AD MIGRATION
Date: Wed 12/2/04

Progress

Page 4

ID	Task Name	Duration								Start	Finish	Predecessor	S	S	M	M	T	W	T	F	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5	6	7	8																				
129	Field Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
130	Agency Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
131	Consumer Protection									1 day?	Mon 12/6/04	Mon 12/6/04																	
132	Consumer Protection									1 day?	Mon 12/6/04	Mon 12/6/04																	
133	Technical Service									1 day?	Mon 12/6/04	Mon 12/6/04																	
134	Field Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
135	Agency Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
136	Environment, Natural Resources & Agriculture									1 day?	Mon 12/6/04	Mon 12/6/04																	
137	Technical Service									1 day?	Mon 12/6/04	Mon 12/6/04																	
138	Field Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
139	Agency Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
140	Special Litigation									1 day?	Mon 12/6/04	Mon 12/6/04																	
141	Technical Service									1 day?	Mon 12/6/04	Mon 12/6/04																	
142	Field Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
143	Agency Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
144	Governmental Affairs									1 day?	Mon 12/6/04	Mon 12/6/04																	
145	Civil Rights & Civil Liberties									1 day?	Mon 12/6/04	Mon 12/6/04																	
146	Technical Service									1 day?	Mon 12/6/04	Mon 12/6/04																	
147	Field Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
148	Agency Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
149	Freedom of Info & Municipal Affairs									1 day?	Mon 12/6/04	Mon 12/6/04																	
150	Technical Service									1 day?	Mon 12/6/04	Mon 12/6/04																	
151	Field Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
152	Agency Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
153	Highway Negligence									1 day?	Mon 12/6/04	Mon 12/6/04																	
154	Technical Service									1 day?	Mon 12/6/04	Mon 12/6/04																	
155	Field Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
156	Agency Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
157	Labor									1 day?	Mon 12/6/04	Mon 12/6/04																	
158	Technical Service									1 day?	Mon 12/6/04	Mon 12/6/04																	
159	Field Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
160	Agency Services									1 day?	Mon 12/6/04	Mon 12/6/04																	
		Task																											
		Split																											
		Progress																											
		Milestone																											
		Summary																											
		Project Summary																											
		External Tasks																											
		External Milestone																											
		Deadline																											

Project: AG AD MIGRATION
Date: Wed 12/22/04

ID	Task Name	Start	Duration	Finish	Predecessor	S	M	T	W	F	Dec 5
161	Public Employment, Elections & Trot		1 day?	Mon 12/6/04							
162	Technical Service		1 day?	Mon 12/6/04							
163	Field Services		1 day?	Mon 12/6/04							
164	Agency Services		1 day?	Mon 12/6/04							
165	Transportation		1 day?	Mon 12/6/04							
166	Technical Service		1 day?	Mon 12/6/04							
167	Field Services		1 day?	Mon 12/6/04							
168	Agency Services		1 day?	Mon 12/6/04							
169	Drivers License Restoration		1 day?	Mon 12/6/04							
170	Technical Service		1 day?	Mon 12/6/04							
171	Field Services		1 day?	Mon 12/6/04							
172	Agency Services		1 day?	Mon 12/6/04							
173	External Affairs		1 day?	Mon 12/6/04							
174	Office of Communications		1 day?	Mon 12/6/04							
175	Technical Service		1 day?	Mon 12/6/04							
176	Field Services		1 day?	Mon 12/6/04							
177	Agency Services		1 day?	Mon 12/6/04							
178	Office of Legislative		1 day?	Mon 12/6/04							
179	Technical Service		1 day?	Mon 12/6/04							
180	Field Services		1 day?	Mon 12/6/04							
181	Agency Services		1 day?	Mon 12/6/04							
182	Special Asst. to the Atty Gen		84 days?	Mon 12/6/04							
183	Technical Service		1 day?	Mon 12/6/04							
184	Field Services		1 day?	Mon 12/6/04							
185	Agency Services		1 day?	Mon 12/6/04							
186	Summation Server		88 days?	Mon 12/6/04							
187	Configure Hardware & Software		1 day?	Mon 12/6/04							
188	Install Summation BLAZE		8 days?	Mon 12/12/04							
189	Move Test Data and Test the connection		24 days?	Mon 13/06							
190	Consolidate & Migrate of DATA to SAN		1 day?	Mon 12/6/04							
191	Configure User Work Stations		1 day?	Sat 4/2/05							
192	Move the Data		1 day?	Mon 12/6/04							
External Tasks											
Task				Milestone	◆	◆	◆	◆	◆	◆	◆
Split				Summary	◆	◆	◆	◆	◆	◆	◆
Progress				Project Summary	◆	◆	◆	◆	◆	◆	◆
Project AG-AD MIGRATION Date: Wed 12/2/04											
S Grossi Tech Serv											

ID	Task Name	Start	Duration	Finish	Predecessor	Dec 5							
		S	S	M	T	W	F	S	S	M	T	W	F
193	Data Migration		11 days?	Sun 4/3/05	Fri 4/18/05								
194	Decommision Equipment		10 days?	Mon 4/18/05	Fri 4/29/05								
195	Servers		10 days?	Mon 4/18/05	Fri 4/29/05								
196	Williams Bldg		10 days?	Mon 4/18/05	Fri 4/29/05								
197	East Lansing EYDE Bldg		10 days?	Mon 4/18/05	Fri 4/29/05								
198	East Lansing Abbott Rd		1 day?	Mon 4/18/05	Fri 4/18/05								
199	Mendon He Bldg		10 days?	Mon 4/18/05	Fri 4/29/05								
200	Detroit		10 days?	Mon 4/18/05	Fri 4/29/05								
201	Telecom		1 day?	Mon 4/18/05	Fri 4/18/05								
202	Inventory of Data Comm Equip.		1 day?	Mon 4/18/05	Fri 4/18/05								
203	Set up Remote Monitoring for Williams Bldg Services		10 days?	Mon 4/18/05	Fri 4/29/05								
204	Move Personnel to OPS Center or Logan Center for the best customer service		10 days?	Mon 4/18/05	Fri 4/29/05								
205	Lesson Learned		1 day?	Fri 4/29/05	Fri 4/29/05								
206	Closure		1 day?	Fri 4/29/05	Fri 4/29/05								



Project: AG AD MIGRATION
Date Wed 12/22/04

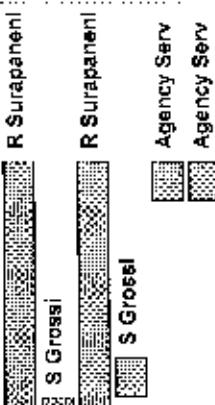
External Tasks

Milestone

Summary

Project Summary

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Dec 12, '04		Dec 18, '04		Dec 25, '04		Jan 1, '05		Jan 8, '05		Jan 15, '05		Jan 22, '05		Jan 29, '05		Feb 5, '05		Feb 12, '05		Feb 19, '05		Feb 26, '05		Mar 5, '05		Mar 12, '05		Mar 19, '05	



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External Tasks

External Tasks

External Tasks

Project AG_AD MIGRATION

Date Wed 12/12/04

Split

Progress

Summary

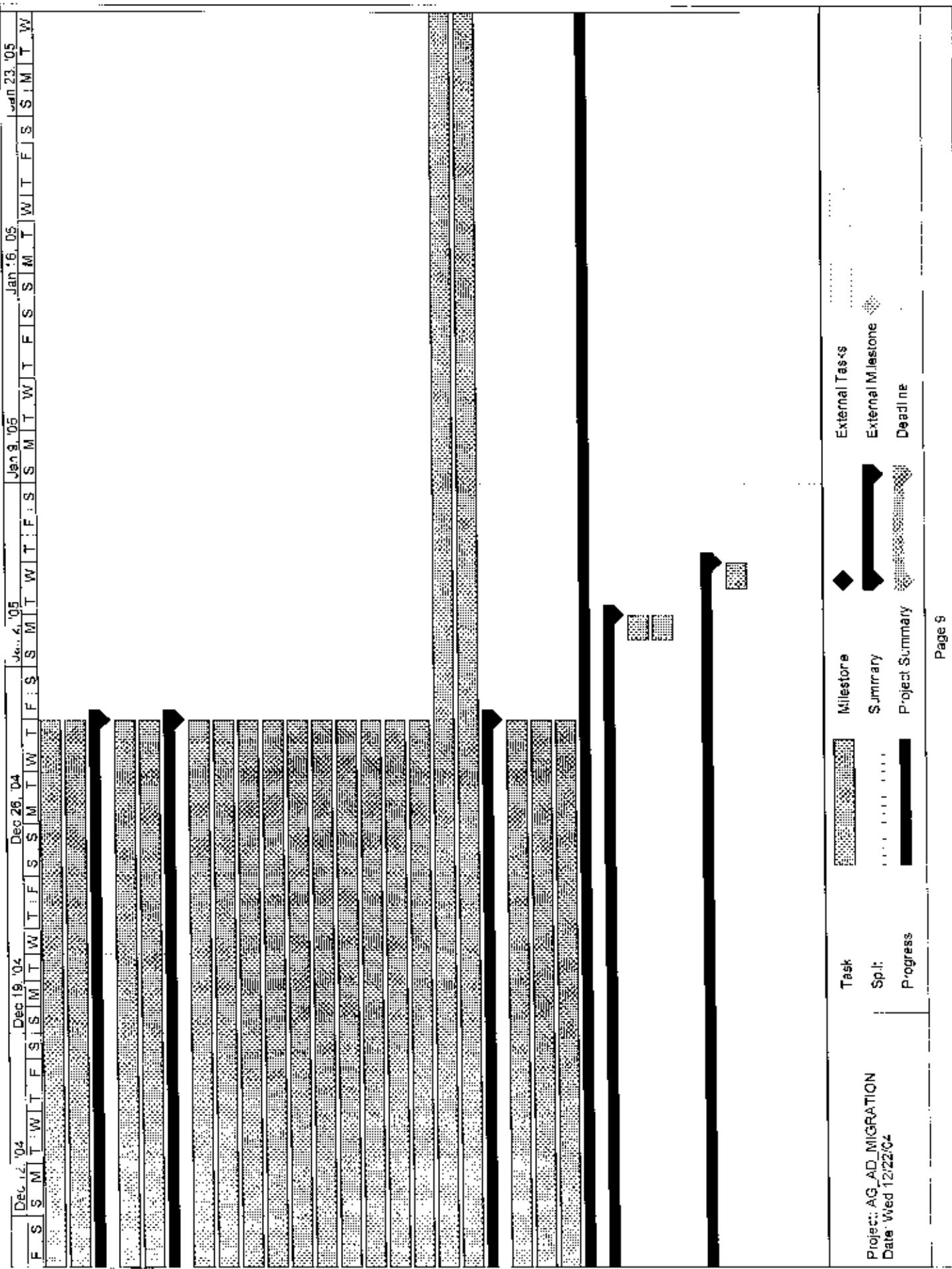
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Project Summary

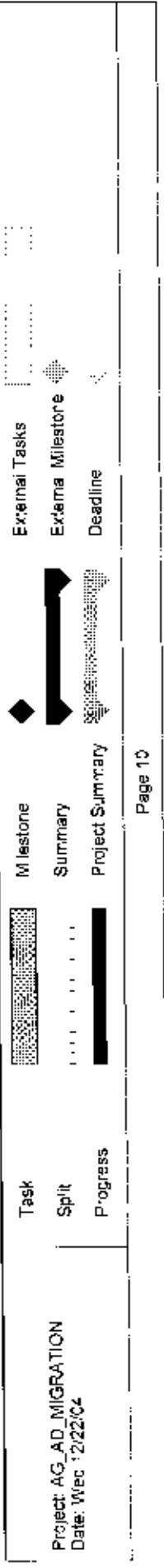
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External Milestone

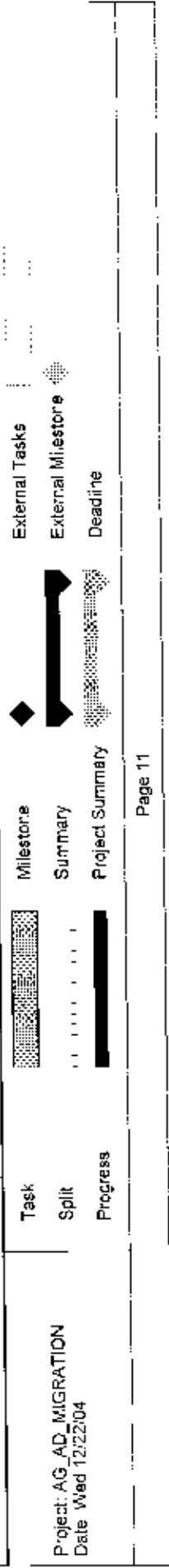
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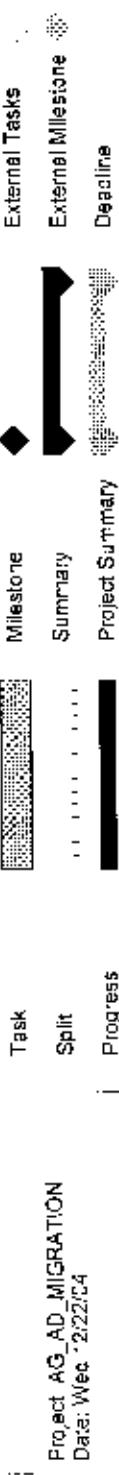
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Dec 12 '04								Dec 19 '04						Dec 23 '04				Jan 05		

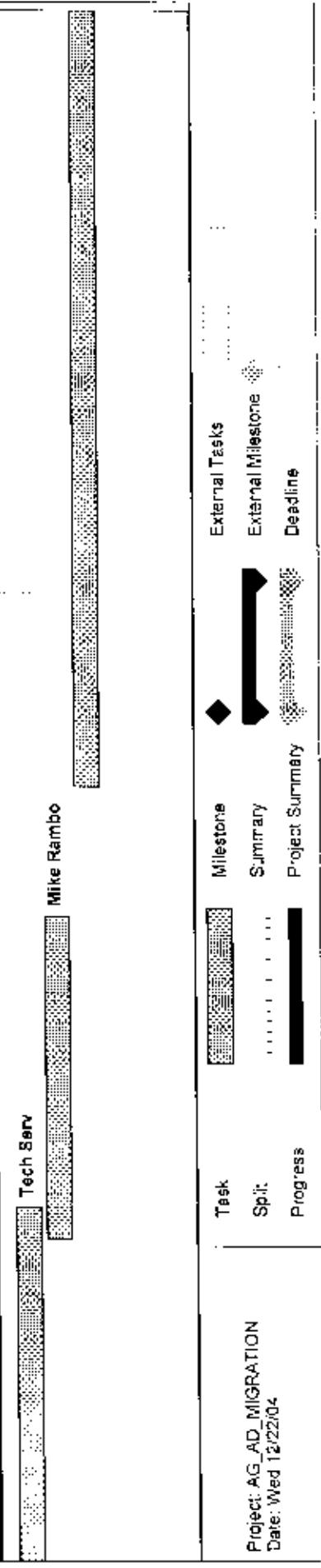


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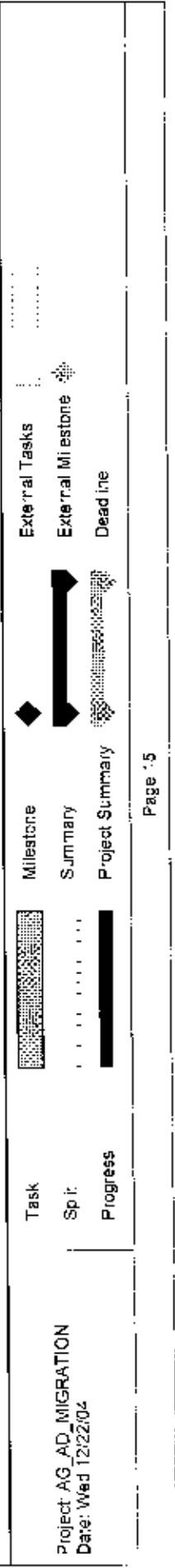
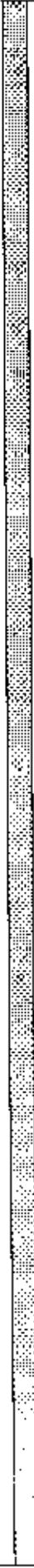
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F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
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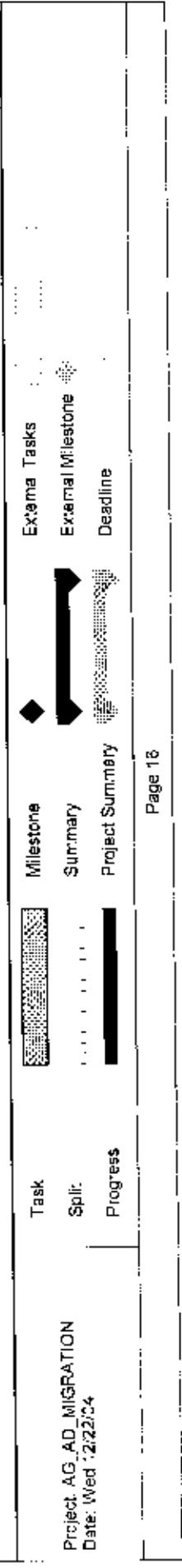




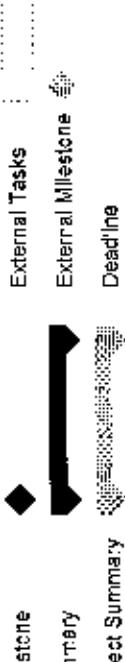
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	Split	Summary	External Milestone
	Progress	Project Summary	Deadline
		Page 14	



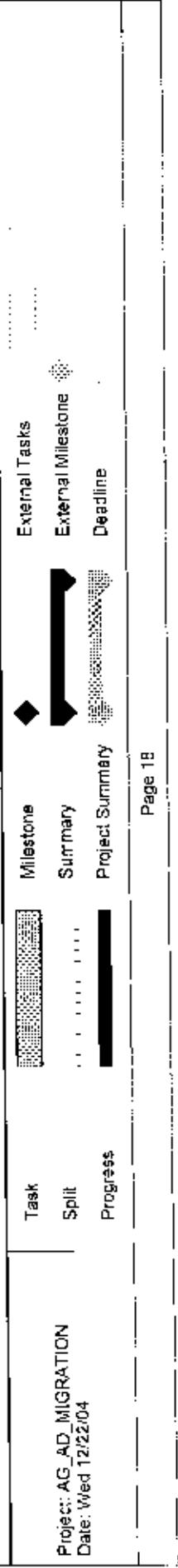


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T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	F	S	S	M	T			



Project: AG_AD_MIGRATION
Date: Wed 12/22/04

Project: AG_AD_MIGRATION	Task	Split	Progress
Date: Wed 12/22/04			





Task Split Profit

Project: AG_AD_MIGRATION
Date: Wed 12/22/04

Mill
Sun
Price

External Tasks
External Milestones
Deadline

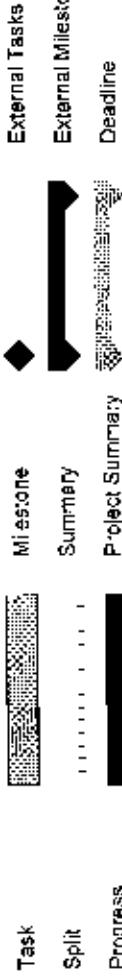
Project Summary

External Tasks		
External Milestone		Deadline

16

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S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T											

S Grossi



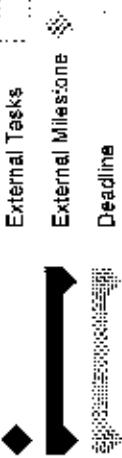
Project: AG_AD_MIGRATION
Date: Wed 12/22/04

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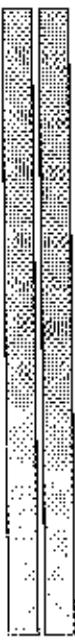
Agency Study



Project AG	AD MIGRATION	Task
Date Wed 12/22/04		Split
		Prog:55

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Mar 29	06				Mar 27	05				Apr 3	05				Apr 10	05			Apr 17	05			Apr 24	05		
W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	F	S	S	M	
May 1																										



External Tasks			External Milestone		
Task	Milestone	Summary	External Task	External Milestone	Deadline
Split	◆	◆	◆	◆	◆
Progress	Project Summary	External Milestone	Deadline

Project: AG_AD_MIGRATION
Date: Wed 12/22/04

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W	T	F	S	M	J	A	J	S	M	T	W	T	F	S	M	T	W	T	F	S	M	May	
May 20 '05	May 27 '05	Apr 3 '05	Apr 10 '05	Apr 17 '05	Apr 24 '05	May 1 '05	May 8 '05	May 15 '05	May 22 '05	May 29 '05	June 5 '05	June 12 '05	June 19 '05	June 26 '05	July 3 '05	July 10 '05	July 17 '05	July 24 '05	July 31 '05	Aug 7 '05	Aug 14 '05	Aug 21 '05	Aug 28 '05
W	T	F	S	M	J	A	J	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W



Project: AG_AD_MIGRATION
Date: Wed 12/22/04

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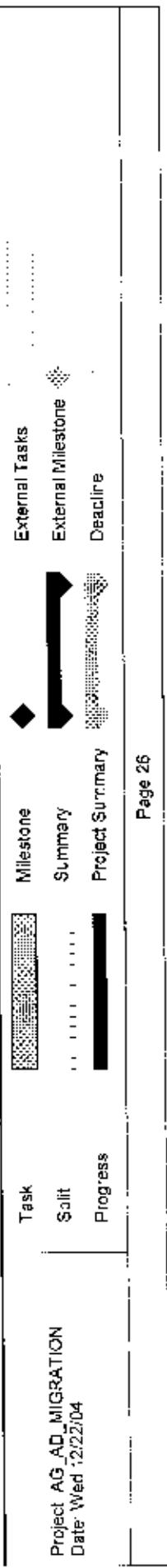
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Project: AG_AD_MIGRATION
Date: Wed 12/22/04

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Mar 20, '05	Mar 21, '05	Mar 22, '05	Mar 23, '05	Mar 24, '05	Mar 27, '05	Mar 28, '05	Mar 29, '05	Mar 30, '05	Mar 31, '05	Apr 01, '05	Apr 02, '05	Apr 03, '05	Apr 04, '05	Apr 05, '05	Apr 10, '05	Apr 11, '05	Apr 12, '05	Apr 13, '05	Apr 14, '05	Apr 15, '05	Apr 16, '05	Apr 17, '05	Apr 18, '05	Apr 19, '05	Apr 20, '05	Apr 21, '05	Apr 24, '05	May 1, '05
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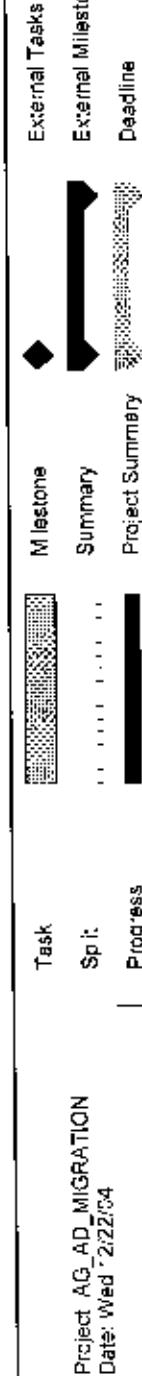
Project AG-AD MIGRATION Date: Wed 12/22/04	Task	Milestone	External Tasks
	Split	Summary	External Milestone
Progress	Project Summary	Deadline	
			Page 25

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Mar 25, '05	Mar 26, '05	Mar 27, '05	Mar 28, '05	Mar 29, '05	Mar 30, '05	Mar 31, '05	Apr 1, '05	Apr 2, '05	Apr 3, '05	Apr 4, '05	Apr 5, '05	Apr 6, '05	Apr 7, '05	Apr 8, '05	Apr 9, '05	Apr 10, '05	Apr 11, '05	Apr 12, '05
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
W	T	F	S	S	M	T	W	T	F	S	M	T	W	T	F	S	S	M
May 1, '05	May 2, '05	May 3, '05	May 4, '05	May 5, '05	May 6, '05	May 7, '05	May 8, '05	May 9, '05	May 10, '05	May 11, '05	May 12, '05	May 13, '05	May 14, '05	May 15, '05	May 16, '05	May 17, '05	May 18, '05	May 19, '05



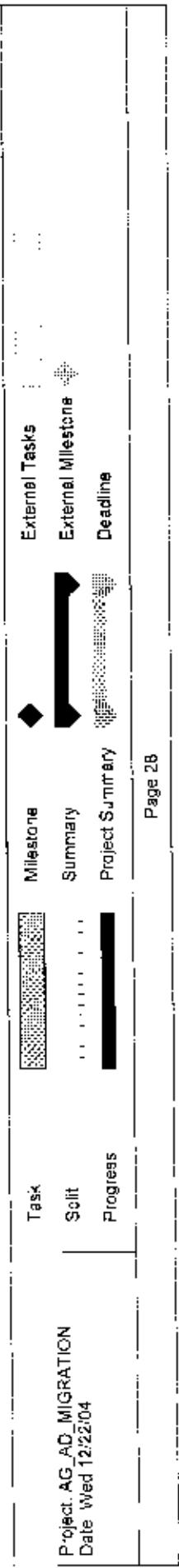
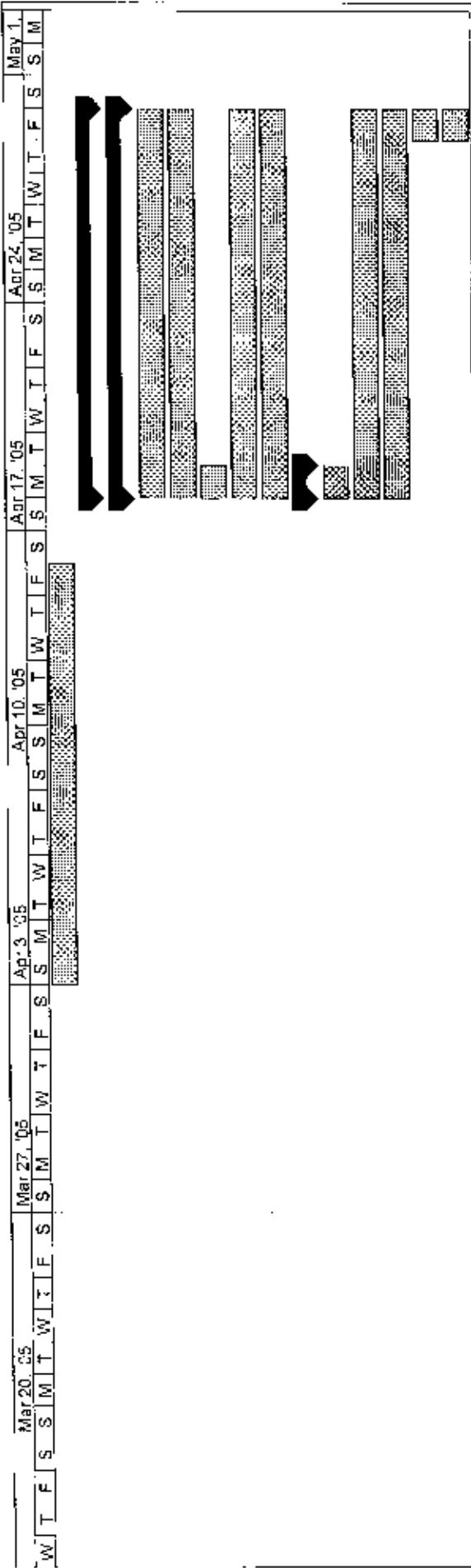
W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M
Mar 20	26	Mar 27	05	Apr 3	05	Apr 10	05	Apr 17	05	Apr 24	05	May 1										

Field Services



Project AG-AD MIGRATION
Date: Wed 2/22/04

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- 2** Pre-Migration plan duplicated from AD Plan for the State of Michigan.
Active Directory = AD through this project part
- 5** Communication Plan
Single Point of Contact during implementation
Agency Services staff - Sherrin Grossi - 334-9861
Technical Services staff - Norm Sampson - 242-6281
Project Management - Ram Surapaneni 331-3533, 410-3971
- 18** Active Directory training for Technical Staff 3.0
Mike Zarnos, Scott Sherman & Sherrin Grossi

- 19** Active Directory Configuration
AD Configuration plan copied from AD plan for the SOW

- 21** Add Detroit Hardware to the AD

Server
Scanner
Tape drive
DHCP
Printers
NAV
Distribution Server

- 38** Operations for AG Servers at Operations Center
Secondary Complex

- 51** Communication Plan

Some of the components may be integrated into AD?
Open discuss or with technical staff.
Configure User Work Stations
Point to the new server.

State of Michigan
Attorney General Managed XP Migration
Project Charter

A. General Information

<i>Project Name:</i>	Managed XP Workstation Migration	<i>Date:</i>	12-22-2004
<i>Controlling Agency:</i>	DIT	<i>Modification Date:</i>	
<i>Prepared by:</i>	Jeanne Irwin, Brian Jennings	<i>Authorized by:</i>	Mike Binkley

Revision History:

Change Control Request Number	Date	Summary of Change

B. Project Purpose

This section communicates the purpose of the project and the charter that is being established.

Implement the Michigan/I strategic goal of a standardized managed Windows XP workstation environment for Attorney General, thereby reducing the number of State of Michigan workstation environments that must be supported, simplifying and improving the support to end users of State of Michigan workstations.

C. Project Objective

This section defines the objectives of the project as they relate to the goals and objectives of the organization. Note: Projects are full of uncertainty. As such, it is advisable, as part of this charter, to develop an initial risk assessment to identify, quantify, and establish mitigation responses to high level risk events that could adversely affect the outcome of the project.

The Project will support the following organization strategic goals. For each goal, project objectives are identified. The project plan developed as a result of this project charter will:

Develop a project performance measurement plan to measure performance against these objectives.

Provide a project performance report to document the results.

The external oversight committee must approve the project performance measurement plan.

Agency Goals	Project Objectives
Comply with the Michigan/I strategic goal of a standardized managed Windows XP workstation.	Rollout a standard Windows XP workstation image installed with Agency-wide, business unit and user-specific software packages to each workstation in each agency location.
Control software licenses expense.	Centralized authorization for software package installation.
Standardize on a current, supported industry standard workstation platform to position the agency for future growth and changes in workstation technology.	Simplify current support and future workstation upgrades by implementing a common and managed workstation environment statewide throughout the agency.

D. Project Scope

The level of detail in this section must be sufficient to allow for detailed scope development in the Project Plan. A more detailed description of the project scope will be developed in the Planning Phase. The reader is cautioned that scope creep (adding work

without corresponding updates to cost, schedule, and quality) may render original plans unachievable. Therefore, initial clarification of scope, and adherence to the plan throughout the project, are of the utmost importance. Describe any applicable assumptions and/or constraints that may affect the project.

Identify, package and test the software packages and applications used by Attorney General.

Identify, order and install workstation upgrade and replacement hardware required to run Windows XP.

Identify and complete the infrastructure and communications changes necessary to manage all Attorney General workstations using the Michigan Workstation Management System.

Provide the needed training to end users to be productive using the XP operating system.

Rollout the XP software layers to all Attorney General workstations. Some Attorney General staff located at other agency locations may not be migrated with Attorney General, but, will be migrated with the agency they work with if they are using any software from that agency.

This Scope assumes that the agency has sufficient funding to cover the cost of any software and hardware upgrades required for the Windows XP operating system and resources to make any modifications necessary to custom written software to make it compatible with the Windows XP operating system.

This project and the Attorney General server upgrade project are separate and independent projects but will be coordinated only to make sure both projects do not try to modify a user's environment on the same day.

E. Project Critical Success Factors

Describe what will be the determining factors that are needed to ensure project success.

- Upper DIT Management and Program Sponsors commitment to and support of the project.
 - Agency, Technical Services Management, Model Office Management, Field Services Management, Telecommunications Management and other DIT organizations support of the project.
 - Funds are available to upgrade or replace workstations that can not support the Windows XP operating system.
 - Funds are available to upgrade or modify any applications that are not supported on the Windows XP operating system.
 - Funds are available for needed infrastructure improvements.
- Staffing is available to complete the required work within the scheduled time frames.
- Statuses are reported to the Program / Project team within the scheduled time frames.
 - All Agency software is compatible, or can be upgraded to be compatible, with the Windows XP Operating System.
 - The different groups involved work well together without resistance to the plan, or other groups and agree to resolutions for issues.

E. Project Authority

This section describes the authority of the individual or organization initiating the project, limitations or initial checkpoint of the authorization, management oversight over the project, and the authority of the Project Manager. This project charter defines two management structures—internal and external—to ensure change and issues affecting project completion are properly controlled.

• Authorization

This section ensures that the project initiator has the authority to commit the appropriate resources within the organization.

This Project Charter has been initiated by DIT and Attorney General. It authorizes the expenditure of DIT and Attorney General resources to complete a Project Plan and determine what must be accomplished to move the Agency to the standard Windows XP platform. The Project Manager and CSD will request resources from DIT and the Agency, as required, to complete the project plan.

• Project Manager

This section explicitly names the project manager and may define his or her role and responsibility over the project. This section also lists the project manager's skill sets and justifies his or her selection for this project. Depending on the [Project] complexities, this section may describe how the project manager will control matrix organizations and employees.

The Project Manager is Brian Jennings, DIT Desktop Services and the CSD is Jeanne Irwin, DIT Agency Services. The Project Manager will monitor and report on the project's performance and assist the CSD in planning and executing the project. The CSD is responsible to see a Project Plan, containing a schedule, tasks, risks plan, issue plan, change process, etc., is created and that the approved plan is executed.

• Oversight (Steering) Committee

This section describes agency management control over the project. Within the project, internal control should be established to control the day-to-day activities of the project. The project manager should manage internal control. External oversight should be established to ensure that the organization's resources are applied to meet the project and organization's objectives.

Mike Binkley, Director, Desktop Services

Brian Jennings, Project Manager

Lynn Draschil, Agency IO

Jeanne Irwin, CSD

• Controls

This section should describe or reference a process by which internal and external controls interact. Diagrams should be used where appropriate.

The Project Manager will be responsible for monitoring the day to day activities of the project, insuring that coordination is happening between the functional areas to stay on schedule and in scope, and reporting any variances in scope or schedule to the Steering Committee. Issues, Risks, Change Requests, Scope Issues and schedule variances of more than a week that can not be handled at the project level will be escalated to the Steering Committee. If any member of the project team who feels that an item listed above is not being handled correctly may escalate it to the Steering Committee.

G. Roles and Responsibilities

This section discusses the overall structure of the project organization and its roles and responsibilities throughout the project phases.

Note: As an addendum to this sub-section, it may be advisable to develop a responsibility matrix. The matrix lays out the major activities in the project and the key stakeholder groups. It also provides a good example of showing cross functional organizational interaction.

• Project Organization Overview

This section describes key organizations or individuals supporting the project not directly under the authority of the project manager. A responsibility matrix may facilitate the task of organizing and assigning resource responsibility.

The organizations identified below are those whose involvement in the project is known at this early phase of project initiation. Other organizations that may contribute to the success of the project will be identified as the project and the discovery process progress.

Organization	Responsibilities include:
Attorney General	Application functional testing, accept hardware upgrades and replacements, accept Windows XP software migration, End user training.
DIT Agency Services / Client Service Director	Liason between Attorney General and Department of Information Technology (DIT), work with project manager (PM) in project initiation, planing, execution, lead effort to identify and purchase hardware/software upgrade/replacement, discovery participant, testing, signoffs and working with Field Services to plan migration.
DIT Depot Maintenance, Logistics & Inventory	Receives ordered hardware from vendors.
DIT Client Service Center	Firstline support for Managed Windows XP workstation support.
DIT Desktop Services	Project Management.
DIT Enterprise Security	Grant rights for server trust relationships.
DIT Field Services	Workstation hardware and software installation and migration scheduling.
DIT Model Office	Discovery participant, software packaging and support.
DIT Technical Services	Discovery participant, server and storage support.
DIT Telecommunications	Discovery participant, data network support and upgrades.

Major Tasks	Organizations										
	Attorney General	Agency Services	DIT Project Manager	CSD	DIT Enterprise Security	DIT Field Services	DIT Depot	DIT Model Office	DIT Technical Services	DIT Telecomm	DIT CSC
kickoff	I	I	E	E	I	I	I	I	I	I	I
Discovery Meetings	C	C	C	C	C	E	E	E	E	C	



Design Infrastructure changes	I	I	I	I	C	I		E	E	C	
Identify Training needs	E, A	I	I, A	E, A		I					C
Design Agency Layer	C, A	C	I	C, A				E			
Identify Software Packages	C, A	C	I	C, A				E			
Create & Approve Project Plans	A	C	A	E, A	C	C	C	C	C	I	
Order Hardware / Software	E		I	E		I	I		I		
Develop Agency Layer	C	C	I	I		I		E			
Develop Business Unit & individual software packages	C	C	I	I		I		E			
Software testing	E, A	C	I	I, A				C			
Hardware Received	I		I	I		I	E				
Develop Training	E, A	C	I, A	C, A		I					
Deliver Training	E, C	C	I	I		C, I					C, I
complete infrastructure changes	I	I	I	I	I	I, E		I	E	E	I
Develop XP Rollout Plan	C, A		I, A	C, E, A		E, A	C	C	I		I
Make XP Migration GO/NO GO decision	A		A	A, B		I	I	I	I		I
Execute XP Migration	C, A	C	I	A, E		E	C	C	C		I
Close out Project	C	C	E, A	E, A	C	C	C	C	C	C	C

Legend:

E = responsible for execution (may be shared)

A = final approval for authority

C = must be consulted

I = must be informed

H. Management Checkpoints

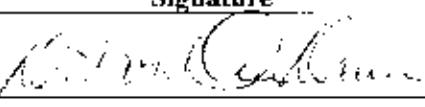
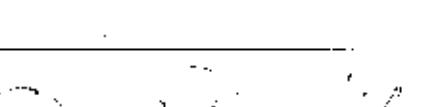
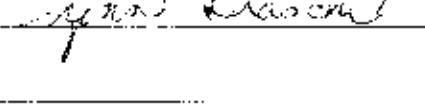
This section describes key management checkpoints established by the initiating agency.

Checkpoint	Evaluation Criteria
Project Initiation	Agency requests migration to Managed Windows XP environment and DIT resources are available to begin program start-up.
Project Charter Approved	Signoff by Steering Committee and Project Manager.

Funds available to cover cost	Agency approves cost to upgrade hardware, software and network infrastructure.
Project Plan Approved	Approval by Steering Committee, Model Office, Technical Services, Field Services, CSD and Project Manager

L Signatures

The signatures of the people below relay an understanding in the purpose and content of this document by those signing it. By signing this document you agree to this as the formal Charter statement to begin work on the project described within, and commitment of the necessary resources.

Name/Title	Organization	Signature	Date
Mike Binkley, Director Desktop Services	Attorney General		12/22/04
Jeanne Irwin, CSD	Agency Services		
Brian Jennings, Project Manager	Desktop Services		
Lynn Draschil, IO	Agency Services		12/22/04
Mike Binkley, Director Desktop Services	Desktop Services		

DRAFT

State of Michigan AG Managed XP Workstation Migration

ID	WBS	Task Name	Duration	Start	Finish	\$
1	1	AG Managed Workstation Rollout	165 days	Mon 9/13/04	Fri 4/29/05	8,229
2	1.1	Planning	78 days	Mon 9/13/04	Wed 12/29/04	
3	1.1.1	Project Kickoff Meeting	1 day	Thu 1/16/04	Thu 1/16/04	
4	1.1.2	Evaluate Workstation Hardware	43 days	Mon 11/11/04	Wed 12/29/04	
5	1.1.3	Determine Workstation Management Infrastructure	1 day	Tue 1/13/04	Tue 1/13/04	
6	1.1.4	Evaluate Applications / Software	25 days	Mon 9/13/04	Fri 10/5/04	
7	1.2	Execution	135 days	Mon 10/18/04	Fri 4/22/05	
8	1.2.1	Build Layers	32 days	Mon 10/18/04	Tue 11/30/04	
9	1.2.2	Testing	33 days	Wed 12/1/04	Fri 1/14/05	
10	1.2.3	Pilot	10 days	Mon 1/17/05	Fri 1/28/05	
11	1.2.4	Migration	60 days	Mon 1/31/05	Fri 4/22/05	
12	1.3	Closure	5 days	Mon 4/25/05	Fri 4/29/05	

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State of Michigan AG Managed XP Workstation Migration

Termination Date	October	November	December	January	February
9/5 9:12 9/19 9:26	:013 10/10 10:17 10/24 10/31 11:17 11/4 11:21 11/28 12/5 12/12 12/19 12/26 1/2 1/9 1/16 1/23 1/30 2/6 2/13				

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State of Michigan AG Managed XP Workstation Migration

	March	April	May	June	July	Aug/J
2/20	2/27	3/6	3/13	3/20	3/27	4/3
						4/10
						4/17
						4/24
						5/1
						5/8
						5/15
						5/22
						5/29
						6/5
						6/12
						6/19
						6/26
						7/3
						7/10
						7/17
						7/24
						7/31

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State of Michigan AG Managed XP Workstation Migration

Project: <Agency> Managed XP Work
Date: Wed 12/22/04

Task	Milestone	External Tasks
Split	Summary	External Milestone
Progress	Project Summary	Deadline

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As of Mon 12/6/04

Managed XP Workstation
Migration